

1410.21 Procurement and Acceptable Usage of the State Wireless Devices by State Employees

Issued June 5, 2008

SUBJECT: Usage of the State Handheld Wireless Devices by State Employees.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To establish statewide policy and procedures governing employee use of the State wireless devices, including cell phones, Blackberries, cellular modem cards, wireless Personal Digital Assistants (PDAs), pagers, etc.

CONTACT AGENCY: Department of Information Technology (MDIT)

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SUMMARY: This policy applies to wireless devices, which includes but is not limited to cellular phones, pagers, Blackberries, wireless PDA and cellular modem cards.

Each department/agency is required to use only authorized contracts for procuring wireless devices and services. Each department/agency shall transition to the awarded contracts at the earliest possible opportunity where no penalties will be accrued.

Non-contract purchases for wireless devices and services will not be reimbursed without prior approval from the Department of Management and Budget Purchasing Contract Administrator(s).

Wireless devices are provided for authorized State business use. In addition, any use of the wireless devices during travel for State business, shall be in accordance with the posted State Administrative Guide procedure - 0420.01 Standardized State Travel Regulations.

Each department/agency is responsible for ensuring that its employees understand and comply with this policy on appropriate wireless device usage.

If agency policy permits the use and expensing of personal wireless devices for State of Michigan business, the reimbursement rates will be set by the MDIT and DMB Contract Administrator, and will be based on current base contract service rates.

Although detailed validation of wireless device billings and maintenance of wireless usage logs are not required, state agencies should utilize review processes, appropriate for the circumstances, to monitor compliance with this policy and procedure.

All charges should be reviewed by agency supervisory personnel or the department administrative/finance office. Any suspected misuse that violates this policy and procedure should be investigated and appropriate corrective action should be taken.

Agency should include periodic review of compliance with this policy and procedure in their annual audit plans.

PROCEDURES:

Agencies:

- Must obtain wireless services and equipment from authorized contracts, in accordance with State Administrative Guide procedure 0510.30 – Procurement Request.
- Must establish policies and procedures for approval, acquisition, use, return and disposal of wireless services and equipment.
 - Internal agency policies must include, at a minimum the following:
 - Authorized Requestor processes for procurement
 - Acceptable use and reimbursement
 - Return of Equipment to agency / State
 - Disposal of equipment
- Shall transition to the awarded contracts at the earliest possible opportunity where no penalties will be accrued.
- Must ensure that employees understand and comply with applicable policies and procedures. Agencies may require an employee certification for this purpose. Such certification may be obtained in a separate process or, where possible, combined with other similar periodic certifications (e.g., conflict of interest disclosure).
- Shall review annually (at a minimum,) contracted service plans to minimize cost via pooling of technologies, plans and usage as allowed for in current and authorized contracts.
- May obtain assistance in minimizing cost and optimizing contracted service plans from the MDIT and DMB Contract Administrator.
- Review wireless service bills for unusual usage and maintain other monitoring processes, as appropriate, to help ensure compliance with applicable policies and procedures.
- Shall create policies for negligent handling of State equipment.
- Shall provide copies of completed policies to the MDIT and DMB Contract Administrators for review.

Employees:

- Must obtain approval from department director or their designees, prior to ordering equipment or selecting a plan.
- Must use existing state contracts for purchase of devices and plans.
- Must reimburse the State for any personal usage according to applicable agency policies and procedures
- Are responsible for negligent handling of State equipment and the consequences shall be consistent with agency policies.
- Must return all State owned equipment when an employee leaves the agency or State service.

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EXHIBIT A

Suggested Format for Employee Certification -
Wireless Device Usage Policy

I understand that usage of the State wireless devices for other than official State business or as authorized by my employer is prohibited, and all charges are subject to audit, as provided in Section 1410.21 of the Administrative Guide to State Government.

In the event that I use the wireless device for personal purposes, I will reimburse the State for all such charges plus applicable federal and state taxes, according to applicable department policies and procedures.

If I misuse the State wireless devices, I accept full responsibility for any administrative action taken against me relating to violation of this or any other acceptable usage policy.

Sincerely,

Employee Signature

Date

Division, Office, or Bureau